

# MINUTES

MEETING OF: LIBRARY BOARD OF TRUSTEES  
DATE OF MEETING: Wednesday, July 16, 2014  
PLACE OF MEETING: Library Learning Center  
3368 Eureka Place, Carlsbad CA

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## CALL TO ORDER:

Chair Hulsart called the meeting to order at 4:02 p.m.

## ROLL CALL:

Present: Library Board Trustees Benson, Hulsart, and Parsons  
Trustee Bradley arrived at 4:04 p.m.

Absent: Trustee Hinman

Staff Present: Heather Pizzuto, Library & Cultural Arts Director  
Suzanne Smithson, Deputy Library Director  
Glynn Birdwell, Principal Librarian  
Keith Gemmell, Library Programs & Venues Coordinator  
Steve Didier, Library & Cultural Arts Management Analyst  
Jacqui Petri, Lead Librarian

## APPROVAL OF MINUTES:

By proper motion (Benson/Parsons) and vote the minutes of the June 18, 2014 regular meeting of the Library Board of Trustees were approved as submitted.

## MONTHLY LIBRARY REPORTS:

Trustee Hulsart asked for additional information about the Samsung Galaxy tablets available for patron use and Trustee Bradley was happy to see that Osher Institute classes were continuing at the Learning Center.

## EBOOKS PRESENTATION:

Library & Cultural Arts Director Pizzuto introduced Lead Librarian Jacqui Petri who provided the board with an overview of the management of the eBook collection. Her presentation included information on the licensing differences among the publishers as well as the formula for determining how many copies of any particular title are ordered. She reviewed the current

budget for eBook acquisitions adding that the library currently divides the orders among new titles, requested titles from patrons, and additional copies of those that are in high demand (currently about 20% is spent on additional copies).

Library & Cultural Arts Director Pizzuto then briefed the board on possible changes to the market and copyright laws and a move towards a state-wide consortium for future purchases.

**PREVIEW OF NEW CITY WEBSITE:**

Library Programs & Venues Coordinator Gemmell provided a quick look at the City's new website and screen shots of the Library's pages, still in migration. The Board was most impressed with the addition of "Google Translate" available for all the content and expressed interest in volunteering to test the site before the August launch.

Trustee Benson inquired about response time to the "Ask Us" button and Deputy Library Director Smithson provided a brief explanation of the service. As the service has undergone some changes since originally provided, Library & Cultural Arts Director Pizzuto suggested that the topic be added to the agenda for the next meeting for a more in-depth answer to the inquiry.

**CAPITAL IMPROVEMENT PROGRAM PROJECTS UPDATE:**

Library Management Analyst Didier reported that Group 4 is the architectural firm selected for the design phase of the project and a contract was being negotiated. The agenda bill seeking Council approval is tentatively set for the July 22, 2014 meeting, with the kick off meeting between Group 4 and City staff to follow the next week to develop a schedule for the project.

The additional scope of work proposed for the Dove Lane facility drew a number of questions from the Council. The Library is targeting an August council meeting to present the information requested. Should the Council ultimately choose to expand the scope of the Dove Library project, the Group 4 contract includes an option for the additional design work.

The Board asked to be informed whenever the Library projects are on the Council agenda.

**ELECTION OF CHAIR & VICE-CHAIR:**

The Board unanimously decided to postpone this item until next month's meeting.

**SELECTION OF REPRESENTATIVES:**

Trustee Hulsart volunteered to continue to serve as liaison to the Board of the Carlsbad Library & Arts Foundation and Trustee Bradley volunteered to continue as a member of the Gallery Committee. Both offers were immediately accepted by the Board.

### **DIRECTOR'S REPORT:**

Library & Cultural Arts Director Pizzuto brought the Board up to date on the following:

**American Library Association Conference** – Three Library staff members attended the conference in Las Vegas last month where the common theme was the redesigning libraries to meet community needs into the future. Both Library & Cultural Arts Director Pizzuto and Deputy Library Director Smithson also toured several libraries in the area that were recent construction or remodels. Brown Bag sessions to share information from the conference with staff are being scheduled for later this month.

**Deputy Library Director Recruitment** - Both an oral board and departmental interviews were held on Monday for the position of Deputy Library Director; however, no candidate was selected. The recruitment will continue to remain open until filled and future interview dates will be scheduled as qualified candidates are identified.

**Part time positions** - There have been a number of recruitments for part time staff with the addition of several new Library Techs.

**Sr. Circulation Supervisor at Cole** – Library Sr. Circulation Supervisor Penny Thompson broke her leg which required surgery and has been off work for over two months as she continues her recuperation. During this time her counterpart at the Dove Lane facility and other staff have been straddling the duties.

**Technology** - An update is scheduled for the integrated Library System Tuesday which will require the system to be down. It is hoped that the update will be completed before the 9:00 a.m. opening. The upgrade will further integrate e-content so that "My Account" will display all the items checked out including eBooks.

A much larger upgrade, which is focused on the staff side of the system, is scheduled for Columbus Day to take advantage of the holiday closure.

**Volunteer Program** – There are currently 190 volunteers actively working at the Library and the interest in volunteering has been so heavy that the orientations had to be capped at 25 attendees. The July session is already filled and registrations are being accepted for the September session.

### **FOUNDATION REPORT:**

Trustee Hulsart reported that the meeting held yesterday included a presentation from Wells Fargo bank with regard to the Foundation's investments. There were also two guests attending as potential board members.

**FRIENDS OF THE LIBRARY REPORT:**

Trustee Hulsart also reporting for the Friends that the *Old and Interesting Books* sale is on-going at the Dove Lane book store.

**NSDC GENEALOGICAL SOCIETY:**

Board liaison Marge Kealey reported on the previous month's activities and upcoming programs for August. She also announced the next Wednesday night sessions of beginning/refresher genealogy classes begin July 23 and continue through August 13. The Saturday classes will not begin again until September 8.

**LIBRARY BOARD COMMENTS:**

Trustee Benson had several questions relating the 2014-15 budget summary, including to some pro-active measures with regard to maintenance contracts and increases in the future and Trustees Hulsart and Bradley asked that the item be placed on next month's agenda for discussion. Trustee Benson agreed to their request.

Trustee Bradley commented that following the meeting last month at the Cole Library she took a tour of the Genealogy/Local History division and was most impressed with the holdings.

**PUBLIC COMMENT:**

None.

**ADJOURNMENT:**

By proper motion (Parsons/Bradley) and vote the meeting was adjourned at 5:18 p.m.



Cissie Sexton  
Recording Secretary